



First Term Airmen Center Policy

FTAC MISSION STATEMENT

Transition first-duty station airmen from the controlled environment of Basic Training and Technical School to one that is mission-oriented with self-discipline, while providing a stream-lined process for base in-processing.

1. You are assigned to **CLASS** with a start date of **DATE**. You are scheduled to graduate on **DATE**. You will be released back to your duty section after you have completed FTAC. Please note that you officially belong to FTAC during your assigned week
 2. While part of FTAC, you fall under the 27 SOFSS. Your commander will be Lt Col Quanico and leadership/supervision will consist of the Career Assistance Advisor and FTAC NCOIC and Team Lead.
 3. The number one expectation while you're assigned to FTAC is to BE ON TIME. Be respectful and abide by Air Force standards (i.e. customs/courtesies, uniform policies, core values).
 4. Have a copy of the Policy Letter and FTAC Schedule on you AT ALL TIMES.
 5. Physical Training is anticipated during your time at FTAC. Only Air Force PT gear is permissible during group PT sessions (per AFI).
 6. Two uniform inspections (open ranks) will be conducted by FTAC staff during your time in FTAC (service dress and ABUs). Ensure all uniforms are ready to go by first day of FTAC.
 7. The only approved appointments during your time at FTAC are those appointed to you by your FTAC staff (PHA/Dental). Please coordinate with your supervision and FTAC if you foresee scheduling/appointment conflicts.
 8. LAN access is a critical part of FTAC. Check with your supervision to see where you are in acquiring LAN access (routing of 2875).
 9. While it is NOT our intent to reprimand students, unprofessional conduct will NOT be tolerated. FTAC staff will discipline students if necessary and route all documentation to first sergeants.
 10. Do not use the DFAC as anything other than an eating area. It is not a throughway or hangout spot during breaks. You may use the DFAC parking lot if you drive to FTAC.
 11. There are two award opportunities for FTAC: SharpTac and Professionalism. Both are great opportunities to shine and be recognized for superior performance.
 12. MISSION STATEMENT: To provide and enable precise, reliable, flexible and responsive airpower for joint teammates, while sustaining and growing a premier Air Force installation.
- Understand your part in this and that our efforts are geared toward two major areas: providing airpower and growing a premier installation.

13. We have an open door policy and welcome questions, comments, concerns and feedback from our FTAC students.

14. It is your responsibility to inform your unit and supervisor of your assignment to FTAC. Please report to your unit with the dates of assignment noted above.

15. You will report to FTAC on **Thursday, DATE** at **0700 hrs.** The schedule you will receive include all training, uniform requirements, and daily report times that will apply during your week-long assignment to FTAC.

16. During FTAC, smoking/tobacco products are NOT permitted during duty hours (except while on lunch break). Cell phones will NOT be allowed in the classroom and will be kept in a basket outside the classroom and be turned on SILENT/VIBRATE for the entire duty day.

17. The FTAC schedule is IAW AFI 36-2624 and briefings/training sessions are mandatory. If any of the briefings/trainings are missed or you fail to complete them, you will be rescheduled to attend the next available briefing/training.

18. For accountability reasons, we must know where you are during your assignment to FTAC at ALL TIMES.

19. Please contact the FTAC staff should you encounter any issues that would hinder you attending your assigned FTAC class on time or if you have any questions/concerns relating to your schedule.

Some briefings/speakers you will encounter during your time at FTAC include:

- FSS Tour
- Introduction to AFSOC
- Mental Health
- Wing commander/command chief
- MPF/Intro to Portal
- Education
- Enlisted Heritage
- Airman & Family Readiness
- Wing Safety
- Equal Opportunity
- Legal/UCMJ
- Financial Management
- Resiliency Training
- SARC
- Area Defense Counsel

We hope you look forward to your time and assignment with FTAC!